

## NEWSPLETTER

Kentucky Department for Libraries and Archives

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## PUBLIC LIBRARY EMPLOYEE BENEFIT SURVEY

Personnel costs are the largest expenditure in a public library's budget, typically between 55% and 65% of the budget. In order to understand the true cost of library personnel, fringe benefits, both those mandated by law such as Social Security and Unemployment Insurance, and those that are optional, must be considered. However, it cannot be underestimated how important a strong benefits package is in recruiting and retaining good employees. In the spring of 2001, KDLA collected information about employee benefits from every library in the state. This article is a summary of this survey. It is hoped that library boards will use this information to evaluate benefits packages offered to their employees.

The first group of benefits to be considered is paid days off, such as vacation and sick leave. In over half of the counties in Kentucky with public libraries, the amount of vacation leave is calculated on the basis of employees' years of service and/or the employees' classification. For the purposes of comparison, a paraprofessional employee with seven years of service was used. The median number of vacations days earned by an employee is 12 per year. Thirty-eight county libraries grant these employees 12 days per year, while in twenty-six libraries, this number is 10 days per year, and in twenty-three libraries the amount is 15 days per year. In other words, most public libraries offer employees 2-3 weeks of vacation each year. The number of sick days per year tends to be more uniform within libraries for all employees, regardless of position held or years of service. The median number of sick

days granted in Kentucky's public libraries is 12 per year. Hickman County offers no sick days for employees, and Lewis and Rowan Counties offer only 3 sick days per year. The most generous library in terms of sick leave is Boyd County,

with 24 sick days per year. Thirty-six libraries offer other paid leave days, usually called personal days. The median number of paid holidays is 10 per year. Hickman County reports no paid holidays; Butler County pays employees for 6 holidays per year. Three libraries in Kentucky offer 16 paid holidays per year.

In addition to standard leave granted to all employees, many public libraries offer paid leave for special circumstances. Eighty-nine libraries offer employees bereavement leave; however, qualification for this leave varies according to individual library policy. All but four libraries offer some type of paid civic leave for jury duty, voting, or military service.

Retirement is an important benefit for all employees, particularly in light of the uncertainty of the future of Social Security. Ninety-two public libraries offer retirement benefits – eighty-six libraries through a public employee retirement program, and eight libraries through other plans. Twenty-two libraries offer employees no retirement benefits. Two libraries did not respond to this survey question.

Perhaps the benefit that has the greatest impact on both the individual employee and the library's budget is that of health insurance. Nineteen

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## KLA AWARDS

At the annual Kentucky Library Association (KLA) Fall Conference, Nelda Moore, Lincoln Trail Regional Librarian, was honored as the recipient of the KLA Intellectual Freedom Award. This award is presented to a Kentucky librarian who has made a significant contribution to the preservation of intellectual freedom.

With 30 years of experience as a librarian, including 20 years as the Lincoln Trail Regional Librarian, Nelda has incorporated the discussion of intellectual rights into orientations for library personnel and trustees. As an employee of the Kentucky Department for Libraries and Archives, she also organized a training workshop, "The Public Library's Role in Preserving Freedom."

In a recent interview for this publication, Nelda said, "When I got the call a couple of weeks ago informing me that I would be getting this award, I had planned to simply say 'thank you' and nothing more. However, that was before the September 11th terrorists' attacks, and in light of that I would like to make a few comments. Folks, I think we're in for a rocky ride as far as intellectual freedom goes. But, intellectual freedom, the free and unimpeded access to information is what this county is all about and it's what this profession is all about. I think adults should have completely unfettered access to whatever information they want; it should be restricted in no way. The most patriotic act any one of us can do is fight to keep access to information."

This is the second major award that Nelda Moore has earned this year. At the spring conference of the Public Library Section (PLS), Nelda received the Outstanding Public Library Service Award. In addition to

her responsibilities in the Lincoln Trail region, Nelda edited the Kentucky Public Library Newsletter for many years, and now she specializes in work with library trustees across the state.

Evelyn Richardson, another KDLA veteran, also received a prestigious award at the KLA fall conference.

The Lifetime Achievement Award is given to a Kentucky librarian who has contributed significantly to our profession through publications, presentations, and participation in professional library and/or information organizations. Evelyn served as Regional Librarian in the Barren River region for twenty-five years. Since her retirement, she has volunteered at the Logan County Public Library on a full-time basis. Evelyn has been one of Kentucky's most vocal advocates

for public libraries. In her acceptance speech, Evelyn noted, "I have been blessed to wake up every morning eager to go to work. And at the end of the day, I am just as eager to go home to my family."



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*Serving Kentucky's Need to Know*



An agency of the Education, Arts & Humanities Cabinet

# PUBLIC LIBRARY EMPLOYEE BENEFIT SURVEY

*Continued from page 1*

libraries offer health insurance benefits to no employees, while three libraries offer this benefit to the library director only. Ninety-six libraries pay all or part of employees' health insurance premiums, while one county did not report this information. In addition to health insurance, thirty-one libraries offer access to dental insurance. Fourteen libraries offer access to vision insurance, and sixteen libraries offer access to life insurance policies. Libraries in Nicholas and Floyd Counties offer their employees access to cancer insurance policies. While some libraries offer access to long-term disability policies, Bullitt County offers a short-term disability benefit. In the case of a short-term disability, the library pays 60% of the employee's salary for up to three months if the employee's sick leave is exhausted. An employee can use this benefit only twice in a five-year period. Several libraries offer a flexible benefits package that enables individual employees to select those benefits that best fit their unique needs.

The Carroll County Public Library offers an interesting program that is very beneficial to employees and is cost-effective for the library as well. Employees who, for whatever reason, opt not to use the paid health insurance benefit receive \$50 per month which is deposited into a 401(k) retirement fund. This is far less expensive than the employee's health insurance premium, and provides the employee with additional retirement income.

Two libraries in Kentucky, Daviess County Public Library and Lexington Public Library, pay a portion of employees' membership in local wellness programs. As well as being a wonderful perk for employees, this benefit also has the potential for saving the library money through lowered health insurance rates.

Sixty-four public libraries in Kentucky offer no benefits for part-time employees. Among those libraries that do offer part-time benefits, most

are limited to vacation and sick leave and paid holidays. Most of these libraries prorate the amount of paid leave according to the number of hours worked by the employee. Also, most libraries that offer paid holidays to part-timers do so only if the employee is scheduled to work on the holiday.

All employee benefits do not necessarily have a significant cost to the library, yet these benefits can be extremely valuable to library staff and contribute to employee satisfaction. In forty-five libraries in Kentucky, employees enjoy the benefit of Credit Union membership. Many local and federal credit unions will allow libraries to participate. Forty-five public libraries offer this benefit. Every library in Kentucky is eligible to participate in the state's Deferred Compensation program. Employees may opt to have a portion of their salaries deposited into this 401(k) account, and the amount deducted is not taxed until it is withdrawn at the time of retirement. Presumably, the employee's income will be lower at retirement, and so the amount in Deferred Compensation will be taxed at a lower rate. The only cost to the library to provide this benefit is the minimal bookkeeping expense. At this time, only nineteen libraries offer this benefit to their employees. The public library in Franklin County offers staff the opportunity to participate in the U.S. Savings Bond program, again at virtually no cost to the library. Employees at the Floyd County Public Library receive free tickets to the Jenny Wiley State Resort Park Theatre. Most libraries allow staff members to purchase books at the library's discount. Again, at little or no cost to the library, employees are provided with that little "extra" that shows that they are valued and appreciated.

The complete results of this Benefits Survey are available at KDLA's web page in Excel spreadsheet format. The spreadsheet has two worksheets – one for full-time and one for part-time employees. The address is [www.kdla.net/libserv/benefits.htm](http://www.kdla.net/libserv/benefits.htm).

## SELECTIONNOTES

The Sep/Oct Edition of *SelectionNotes* is now ONLINE! Highlights include:

- Lights! Camera! Action! -- Books find their way to the silver screen. These titles may be more inviting to reluctant readers who've seen the movie first. On the other hand, curiosity can propel avid readers to view a visual interpretation of their favorite books. Best of all, there are plenty of choices for both groups.
- FilmClips -- Lots of children's literature-based videos and videos for guidance can be found here, as well as titles in the Reading Rainbow series. And for adults, there is *Jazz*, a 10-tape, 18-hour video series by Ken Burns.
- Kentucky Books -- Here you will find books about Kentucky and by Kentuckians. This issue covers haunted houses, Port William, Kentucky, what nuns can teach us about growing old, Nathan Stubblefield, and an intriguing novel centered on thoroughbred farms and money.
- Genealogy -- Basic reference tools are valuable assets in the genealogist's toolkit.
- Professional Development -- The latest arrivals of Library and Information Science titles at KDLA can be found here.

You can reach *SelectionNotes* by going directly to <http://www.kdla.net/libserv/SELNOTES/091001/index.htm>. Or go to KDLA's homepage at [www.kdla.net](http://www.kdla.net) and click on Publications under Kentucky Public Libraries.

## McCONNELL CONFERENCE

The 2002 McConnell Literature Conference, "Humor, Seriously," will be held February 22-23 at the Radisson in Lexington. Featured speakers will be Joan Bauer and Steven Kellogg.

For additional information, contact Sandra Ireland, UK School of Library and Information Science, 502 King Library South, Lexington, KY 40504-0039, or phone 859-257-5926.

## CATALOGING TIP

I am sure that even as I am preparing this column there are books being written and published concerning the tragedy that occurred on September 11, 2001. The Library of Congress has established a subject heading for those materials. It is "September Terrorist Attacks, 2001". The heading will appear on subject headings approved weekly list 41, which will be posted in a few weeks on the Cataloging Policy and Support Office Web site located at <http://www.loc.gov/catdir/cpso>. Please call or e-mail me if you have any questions. We are always glad to help!

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## WEB-BASED CLASSES

Registration for spring semester online library information technology courses offered by Lexington Community College is now open, via the Kentucky Virtual University. The following classes will be offered:

- LIT 115: Introduction to Reference Services
- LIT 132: Library Technical Services
- LIT 245: Library Services for Young Adults
- LIT 245: Library Services for Adults
- LIT 299: Selected Topic: Genealogy Services in Public Libraries.
- LIT 299: Selected Topic: Special Collections and Archives.
- LIT 299: Selected Topic: Web Publishing for Public Libraries
- LIT 299: Selected Topic: Library Services for Preschool Children.

Students may register through the KyVU web site at [www.kyvuu.org](http://www.kyvuu.org) or by phone at 1-877-740-4357. For more information, contact Martha Birchfield by email at [marthab@uky.edu](mailto:marthab@uky.edu) or by phone at (859) 257-4872, ext. 4159, or toll free (866) 774-4872, ext.4159.

## PLANNING FOR EVENTS AHEAD

**D**on't forget the following special events and dates for library related activities:

- |                       |   |
|-----------------------|---|
| <b>November 14</b>    | KYVL Training for Librarians in Morehead.                                       |
| <b>November 14</b>    | Bidirectional Satellite demonstration @ Richmond Road Shoney's in Lexington.    |
| <b>November 15</b>    | KYVL Training for Librarians in Ashland.  |
| <b>November 16</b>    | Planning for Results workshop in Dawson Springs.                                |
| <b>November 16</b>    | KYVL Training for Librarians in Maysville.                                      |
| <b>November 17</b>    | Kentucky Book Fair in Frankfort.  |
| <b>November 12-18</b> | Children's Book Week.   |
| <b>November 18</b>    | National Young Reader's Day.  |
| <b>November 29</b>    | Census Data Users Group meeting @ Capital Plaza Holiday Inn in Frankfort.       |
| <b>December 7</b>     | Kentucky Solinet Users Group (KSUG) meeting @ Georgetown College in Georgetown. |
| <b>January 18-23</b>  | American Library Association Mid-winter Conference in New Orleans.              |

For information regarding workshop opportunities, please check KDLAs web page at [www.kdla.net/events/ce.htm](http://www.kdla.net/events/ce.htm).

"A room without books is like a body without a soul."

-- Marcus T. Cicero (106-43 B.C.)

## BOOK LOVERS' DREAM

**T**he 20th annual Kentucky Book Fair offers a broad selection of books and authors – perpetuating its tradition of reflecting with words and pictures the state's unique history, culture and workplace.



There will be a number of national and regional authors filling out the Kentucky Book Fair 2001 roster. It includes a Pulitzer-Prize winning reporter and a retired congressman who honed his political skills in Frankfort. Overall, there will be more than one hundred sixty authors and four hundred titles.

The Book Fair will be Saturday, November 17, from 9 a.m. to 4:30 p.m. at the Exum Center on the campus of Kentucky State University. Books will be sold at a 15 percent discount. Admission to the public is free. For more information, go to <http://www.kybookfair.com/index.html>.

## GRANT COMMITTEE INVITES APPLICATIONS

**A**ttending an ALA annual conference can be a tremendous career boost to a new librarian. Opportunities abound for continuing education, information exchange, and networking. 3M Library Systems continues its generous support of the 3M/New Members Round Table (NMRT) Professional Development Grant program this year, by providing funding to cover the cost of registration fees, airfare, lodging, and some incidental expenses for recipients to attend the ALA Annual Conference in Atlanta, GA in June 2002. The application deadline is December 1, 2001. The selection of grant recipients will take place at the ALA Midwinter meeting in January 2002. To apply for the grant, go to the NMRT website at [www.ala.org/nmrt/awards/3m/index.html](http://www.ala.org/nmrt/awards/3m/index.html).

## NEW AND IMPROVED NOVELIST

Kentucky's public libraries now have access to a new and improved version of NoveList. New features include expanded searching options like Boolean searching and full-text searching of reviews. Other product enhancements include monthly database updates, a new search history feature and more ways to refine search results.

In addition to its new product features, the new version offers a new web-based training experience called The NoveList Learning Center. This in-depth training site includes:

- A guided tour of one of most NoveList's most popular searches.
- A tutorial with a complete product overview, its searching features and sample searches.
- Advanced tips on using NoveList in your work with readers and reference tools
- Printable search aids, and much more.

The release of NoveList 4.0 represents a wonderful opportunity to ensure that library staff and users are familiar with NoveList and all of the ways it can help to find authors and titles they will enjoy.

The printable search aids contained in the NoveList Learning Center are an excellent way to communicate with both staff and users about NoveList. Consider printing out these aids and having them available as handouts or tip sheets for both staff members and users where NoveList is available.

## PATRON PRIVACY

Kentucky is one of only two states that does not have a statute specifically protecting the confidentiality of library patrons' records. There are, however, two Attorney General's opinions (OAG 81-159 and OAG 82-149) that address this issue. Libraries have been informed that these opinions pertain to computer registration as well as library registration and circulation records. In other words, do not turn over records without a court order!

## SCHOLARSHIPS AVAILABLE

The American Library Association (ALA) is committed to promoting and advancing the librarian profession. To demonstrate this commitment, the ALA and its units provide more than \$300,000 annually for study in a master's degree in library and information studies from an ALA accredited program. Applications, instructions, and reference forms are available on-line. All applications and related documents must be received by March 1 to be considered. For more information about the ALA Scholarship program and a list of available scholarships, go to [www.ala.org/hrdr/scholarship.html](http://www.ala.org/hrdr/scholarship.html).

## LSTA PROGRAMMING GRANTS

Thirteen public libraries applied for grants for creative library programming funded by KDLA with monies from Library Services and Technology Act (LSTA). Although there were many excellent grant proposals, only five projects could be funded. And the winners are:

**Carroll** County proposes an ambitious program, *Libros y Mas*, designed specifically for the Spanish speaking community. (\$10,000)

**Clark** County's project called *Appalachian Proud* is a series of programs aimed at instilling self worth and pride among Appalachian kids in grades 2-5. (\$10,000)

**Clay** County's program is called *Simply Read!* and is a cooperative project between the Clay County Public Library, WIC, Headstart, local daycare centers, and the Campbell Reed Alternative School. (\$6,500)

**Fulton** County is focusing on their teens with *The Literacy Enrichment Program* to provide activities to inspire and appreciation of literary arts and to develop literary skills among the youth. ((\$8,500)

**Nicholas** County will use their grant to expand and highly publicize story time for children ages 3-5 through *Great Beginnings in Reading*. (\$5,000)



## 'CROSS THE COMMONWEALTH



All across the Commonwealth public libraries and librarians are doing remarkable things that deserve the recognition of their colleagues. This column attempts to highlight some of these. Additional items for inclusion are welcome.

The Children's and Young Adult Service Section (CYASS) presented the Award for Exemplary Library Service for Children and Young Adults to the **LaRue County Public Library** at KLA. The award was for Kathy Crawford's program, "Who Wants To Be a Million Dollar Reader?" which will also be written up in the December issue of School Library Journal.

The **Fleming County Public Library** received a \$250 grant from the local Woman's Club to for the Books for Babies project.

Brown Bag Book Reviews were held during the month of August at the **George Coon Public Library** in Caldwell County. Participants were invited to bring a sack lunch and hear local personalities review and discuss a book.

The **Crittenden County Public Library** has recently switched to wireless Internet service.

The **Daviess County Public Library** held its annual book sale in October, earning approximately \$3,500 for the library.

## MORE TRAINING AHEAD

The Gates Library Foundation has awarded the Kentucky Department for Libraries and Archives (KDLA) a grant of \$117,500. This grant will fund Internet training for Kentucky's public libraries.

## ANTHRAX QUESTIONS?

To answer the numerous questions facing the public in the wake of alleged bioterrorism attacks in several U.S. cities, the National Library of Medicine (NLM) has created a Medlineplus health topic page on anthrax. Medlineplus is the NLM's consumer health information service. The new page contains targeted links to pertinent information at the Centers for Disease Control, other federal agencies, professional associations, media, prefab Medline searches, and more. The site can be accessed at

[www.nlm.nih.gov/medlineplus/anthrax.html](http://www.nlm.nih.gov/medlineplus/anthrax.html).

## DESIGNS FOR DEMOCRACY

The Louisville Free Public Library is host to an exhibit entitled "Designs for Democracy: 200 Years of Drawings from the National Archives." This traveling exhibit, produced by the Office of Records Services in Washington, D.C., will be at the Main Library, 301 York Street. It's a spectacular showcase of designs created for a wide range of federal policies, plans and programs. The exhibit includes designs by some of America's foremost architects, engineers and inventors of famous and familiar objects. Famous names include Benjamin Latrobe, John Roebling, Frederic Law Olmsted, and Walt Disney.

Included is the plan of the city of Washington, D.C., the design for West Point Library and Science Building, the Gatling Gun Patent Drawing, and a design for an American flag with 50 stars. Original pieces include authentic design drawings for Louisville's Portland Canal, and original designs for the Kentucky State Capital in Frankfort. Designs are done in pencil and charcoal, pen and ink, and meticulously drafted engineering drawings, along with watercolor paintings.

*Designs For Democracy* is free and open during regular Library hours. The exhibit continues through January 5. For more information call (502) 574-1644.

## LIBRARY TRIVIA CORNER

### *Actors/Actresses Who Have Portrayed Librarians*

Ned Beatty (*Shadows in a Storm*)  
Richard Benjamin (*Goodbye, Columbus*)  
Joan Blondell (*Desk Set*)  
Bette Davis (*Storm Center*)  
Judi Dench (*Wetherby*)  
Bridget Fonda (*A Simple Plan*)  
Greer Garson (*Adventure*)  
Charles Grodin (*Heart and Souls*)  
Tom Hanks (*Joe Versus the Volcano*)  
Goldie Hawn (*Foul Play*)  
Katharine Hepburn (*Desk Set*)  
Christopher Lloyd (*The Pagemaster*)  
Suzanne Pleshette (*Rome Adventure*)  
Tim Reid (*It*)  
Tim Robbins (*Shawshank Redemption*)  
Julia Roberts (*Sleeping with the Enemy*)  
Rosalind Russell (*The Girl Rush*)

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